



# Program Transfer, Withdrawal or Refund Request

Adult/Guardian Name: \_\_\_\_\_

Participant Name/Names: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

E-mail: \_\_\_\_\_

**CLASS/PROGRAM START DATE:**

**TRANSFER:**

Class currently enrolled in: \_\_\_\_\_

Class to be transferred into: \_\_\_\_\_

**WITHDRAWAL:**

Class withdrawing from: \_\_\_\_\_

**REFUNDS:**

Is this request for a full refund or pro-rated refund? \_\_\_\_\_

**Explanation of Transfer, Withdrawal or Refund:**

---

---

---

**Withdrawal/Transfer Policy states that class transfers are available and must be made no less than one full week prior to the first class. A \$5 service fee will be applied. Withdrawal/refund requests must be made no less than one full week prior to the first class. A \$5 service fee is retained on each withdrawal/refund. There are no refunds for missed classes or withdrawals after the stated full week policy.**

**\*Note: not all requests will be granted\***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_